



# TOWN OF SYLVA SUPPLEMENTAL BOARD OF COMMISSIONERS MEETING

Thursday, January 23, 2025 at 9:00 AM  
Board Room, 83 Allen Street Sylva, North Carolina

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## AGENDA

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### CALL TO ORDER

### APPROVAL OF AGENDA

*All items listed and adopted are for discussion or possible action*

### APPROVAL OF CONSENT AGENDA

1. January 23, 2025 Consent Agenda

### PUBLIC COMMENTS

### REPORTS

2. Mayor's Report
3. Commissioner's Report
4. Public Works Department Report
5. Police Department Report
6. Fire Department Report
7. Main Street Report

### NEW BUSINESS

8. Special Event Request--Ward's Plumbing Employee Appreciation
9. Special Event Request--Greening Up the Mountains Beer Garden
10. Special Event Request--Concerts on the Creek Alcohol Service
11. Community Care Program Presentation

### ADJOURNMENT

*Town of Sylva*  
**CONSENT AGENDA**  
*January 23, 2025*

**1- BUDGET AMENDMENT:**

10-354-0000 PD Security	\$ 2,240 Credit
10-510-0300 PD OT Wages	1,759.28 Debit
10-510-0500 PD FICA	132.82 Debit
10-510-0700 PD Retirement	261.10 Debit
10-510-0800 PD 401K	86.80 Debit

REF: To amend police security reimbursement from Wal-Mart into the Police Department budget.

**2- TAX RELEASE:**

#1 Tax Interest Release \$253~ See Attached ~ Postmark Release.

**3- OTHER:**

- The Tax Collector is hereby authorized to advertise taxes in the Sylva Herald on Thursday, April 3, 2025. Based on G.S.105-369(a), the total tax amount for 2024 that are liens on Real Property is \$187,153.09 as of January 14, 2025.

### 2024 POSTMARKED TAXES FOR RELEASE

<u>Acct#</u>	<u>Taxpayer</u>	<u>Interest</u>
1542	Catalina Marketing Corporation	0.18
3510	Masimo Americas Inc	13.96
3386	Wells Fargo Bank	11.75
691	Wachovia Bank	143.70
5766	Vertical Bridge Reit LLC	15.74
4857	Hattie Walker	5.54
5557	RLJOC Holdings Co LLC	62.13

**\$253.00**

### TOWN OF SYLVA

Parks and Recreation Department  
83 Allen Street Sylva, N.C. 28779

Phone: (828) 586-2719 Fax: (828) 586-8134 E-mail: [townclerk@townofsylva.org](mailto:townclerk@townofsylva.org)

## BRIDGE PARK PAVILION/OUTDOOR SPECIAL EVENT PERMIT APPLICATION

EVENT Date 5-7-2025

Today's Date 1-15-2025

Name of Organization Ward's Plumbing Phone# 828-506-0445

Primary Organizer Contact:

Name Greg Galbreath Event Day Phone# \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Primary Event Category:

**\*\*Note\*\* 60-Day Advance Notice is Required for Events that will need a Road Closure!!**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Assembly/Rally | <input type="checkbox"/> Race/Run/Walk       | <input checked="" type="checkbox"/> Festival |
| <input type="checkbox"/> Concert        | <input type="checkbox"/> Block Party         | <input type="checkbox"/> Performance         |
| <input type="checkbox"/> Educational    | <input type="checkbox"/> Filming/Photography | <input type="checkbox"/> Other: _____        |

Name of Event Ward's Employee Appreciation

Mission/Purpose of Event Appreciation Estimated # Attending 75-100  
(determines if police presence will be required at the applicant's expense)

Event Time(s) Opening 4:00 AM/PM - Closing 9:00 AM/PM

Set-up Date(s) 5/7/25 Set-up Time(s) 4:00 AM/PM - 9:00 AM/PM

Primary On-Site Contact Greg Galbreath Mobile Phone# 828-506-0445

Describe Event Employee appreciation

List quantity of structures & equipment on-site (Ex. Tents; Stakes; Generators; Inflatables, etc.)

Tents, ax-throwing, inflatables, food, beverage, band

- Will streets/sidewalks need to be closed? Yes \_\_\_ No X
- Will any vehicles/trailers be located in non-parking areas? Yes \_\_\_ No X
- Are sales by private vendors being planned? Yes \_\_\_ No ✓. IF YES, how many? \_\_\_\_\_
- Will tents or canopies be used at the event? Yes ✓ No \_\_\_
- Will banners or signs be used outside the event area? Yes \_\_\_ No ✓
- Does your event require electricity? Yes ✓ No \_\_\_
- Will sound amplification be used? Yes ✓ No \_\_\_
- Will there be any cooking with grease? Yes \_\_\_ No ✓
- Will private grills be in use for food preparation? Yes \_\_\_ No ✓
- Will additional trash receptacles be used? Yes ✓ No \_\_\_
- Will the event be publicized? Yes \_\_\_ No ✓
- Do you want to request town approval to serve alcohol? Yes ✓ No \_\_\_

What type of alcohol do you intend to serve? Beer By Whom? Innovation  
 (If YES, attach a copy of the permit holder's NC Off-Premise license to sell alcohol and certificate of liability insurance coverage at a level of \$1,000,000, listing the Town of Sylva for the day of the event.)

**\*\*ALCOHOL USE IS STRICTLY PROHIBITED ON PROPERTY OWNED OR OCCUPIED BY THE TOWN OF SYLVA\*\* - ORDINANCE: ARTICLE I SEC 4-2 UNLESS APPROVED BY THE TOWN BOARD. DO NOT publicize your event until you have been granted approval.**

INITIAL FOR ACKNOWLEDGEMENT \_\_\_\_\_

If the date and/or location requested is not available, or if the requested location is not an appropriate site to conduct your proposed event, the department will contact you and an alternate location will suggested if available. Your confirmation will be in the form of a permit, issued to the organization and/or person responsible for planning the event. Do not publicize your event until preliminary approval has been confirmed by the Town of Sylva. The submission of an Outdoor Special Event Permit Application is NOT approval to hold an event.

**Confetti is strictly prohibited.**

List of Fees:

\*NOTE: All fees must be paid before the reservation is approved.

Park Reservation Fees

Vendor Fees

- \_\_\_ \$30.00 for two hours (Town Residents)
- \_\_\_ \$50.00 for two hours (non-Town Residents)
- \_\_\_ \$50.00 for four hours (Town Residents)
- \_\_\_ \$75.00 for four hours (non-Town Residents)
- \_\_\_ \$100.00 for eight hours (Town Residents)  
    \$75 6 hrs
- \_\_\_ \$125.00 for eight hours (non-Town Residents)

- \_\_\_ \$100 for up to 30 tent/table vendors
- \_\_\_ \$75 for up to six food vendors. Please List:

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\_\_\_ \$25 for each alcohol vendor, Qty: 1

\$ 100 TOTAL for BOTH Columns

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies, rules, and regulations. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the Sylva Town Manager.

Name of Applicant Ward PHA

Signature [Signature] Date 1/15/25

Town Official Approval \_\_\_\_\_ Date 1/15/25

Official Use Only

- Certificate of Liability Insurance Coverage
- Copy of NC License to Sell Alcohol

Resolution Approval Date: \_\_\_\_\_

Food Vendors - Limited to a Total of 6

- Available Electricity: 2 50-amp connections, 2 30-amp connections, 4 double 120v receptacles.
- Trucks/trailers: must be parked in the left paved lot as you face the stage, along Scott's Creek. A maximum of 6 can be staged there. All tow vehicles must be disconnected and moved to a parking space.
- Tent and cart food vendors not requiring electricity may set up along Scott's Creek in the grass on the back side of the right paved lot as you face the stage. A maximum of 4 can be staged there.
- All food vendors must have an active "Itinerant Merchant Permit" with the Town of Sylva.

Parking

- Vendor tents must be staked into the grass or weighted.
- No vendor tents may be staged in the right-paved parking lot as you face the stage without approval.
- Applicants who are expecting large crowds should consider providing a shuttle service as parking is limited.
- We recommend you avoid parking on Main and Mill Streets to allow merchant customers to park there.
- Public Parking Suggestions: Poteet Park, Mark Watson Park, Jackson County Library, Bicentennial Park (Keener Street) or request private lots by permission (Pinnacle Relief on Grindstaff Cove Road, First United Methodist Church on Jackson Street)

Restrooms: Public restrooms are available from dawn until dusk at Poteet Park or at the corner of Allen Street and Mill Street & Railroad Avenue. Depending on your crowd size, you may want to consider renting porta-potties. Please let Town Staff know if you intend to do that in order to coordinate the location.

# TOWN OF SYLVA

Parks and Recreation Department  
83 Allen Street Sylva, N.C. 28779

Phone: (828) 586-2719 Fax: (828) 586-8134 E-mail: [townclerk@townofsylva.org](mailto:townclerk@townofsylva.org)

## BRIDGE PARK PAVILION/OUTDOOR SPECIAL EVENT PERMIT APPLICATION

EVENT Date 4/26/25

Today's Date 1/15/25

Name of Organization Main Street Sylva Association. Phone# 828.586.2719

Primary Organizer Contact:

Name Bernadette Peters Event Day Phone# 828.586.2719

Address 83 Allen St. Sylva

Email Address [mainstreet@townofsylva.org](mailto:mainstreet@townofsylva.org)

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Primary Event Category:

**\*\*Note\*\* 60-Day Advance Notice is Required for Events that will need a Road Closure!!**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Assembly/Rally | <input type="checkbox"/> Race/Run/Walk       | <input checked="" type="checkbox"/> Festival |
| <input type="checkbox"/> Concert        | <input type="checkbox"/> Block Party         | <input type="checkbox"/> Performance         |
| <input type="checkbox"/> Educational    | <input type="checkbox"/> Filming/Photography | <input type="checkbox"/> Other: _____        |

Name of Event Greening Up the Mountains

Mission/Purpose of Event Arts & Crafts Festival Estimated # Attending 12,000  
*(determines if police presence will be required at the applicant's expense)*

Event Time(s) Opening 10 AM/PM - Closing 4 AM/PM

Set-up Date(s) \_\_\_\_\_ Set-up Time(s) \_\_\_\_\_ AM/PM -- \_\_\_\_\_ AM/PM

Primary On-Site Contact Bernadette Peters Mobile Phone# 828.400.8445

Describe Event Beer Garden

List quantity of structures & equipment on-site *(Ex. Tents; Stakes; Generators; Inflatables, etc.)*

2 tents

- Will streets/sidewalks need to be closed? Yes \_\_\_ No
- Will any vehicles/trailers be located in non-parking areas? Yes \_\_\_ No
- Are sales by private vendors being planned? Yes  No \_\_\_ IF YES, how many? 2
- Will tents or canopies be used at the event? Yes  No \_\_\_
- Will banners or signs be used outside the event area? Yes \_\_\_ No
- Does your event require electricity? Yes \_\_\_ No
- Will sound amplification be used? Yes \_\_\_ No
- Will there be any cooking with grease? Yes \_\_\_ No
- Will private grills be in use for food preparation? Yes \_\_\_ No
- Will additional trash receptacles be used? Yes \_\_\_ No
- Will the event be publicized? Yes  No \_\_\_
- Do you want to request town approval to serve alcohol? Yes  No \_\_\_

What type of alcohol do you intend to serve? Malt Beverages By Whom? Innovation Brewing, Balsam Falls Brewing  
 (If YES, attach a copy of the permit holder's NC Off-Premise license to sell alcohol and certificate of liability insurance coverage at a level of \$1,000,000, listing the Town of Sylva for the day of the event.)

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INITIAL FOR ACKNOWLEDGEMENT BP

If the date and/or location requested is not available, or if the requested location is not an appropriate site to conduct your proposed event, the department will contact you and an alternate location will suggested if available. Your confirmation will be in the form of a permit, issued to the organization and/or person responsible for planning the event. **Do not publicize your event until preliminary approval has been confirmed by the Town of Sylva. The submission of an Outdoor Special Event Permit Application is NOT approval to hold an event.**

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List of Fees:

\*NOTE: All fees must be paid before the reservation is approved

Park Reservation Fees

Vendor Fees

- \_\_\_ \$30.00 for two hours (Town Residents)
- \_\_\_ \$50.00 for two hours (non-Town Residents)
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- \_\_\_ \$100.00 for eight hours (Town Residents)
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- \_\_\_ \$100 for up to 30 tent/table vendors
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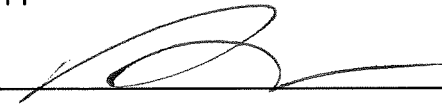
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\_\_\_ \$25 for each alcohol vendor, Qty: \_\_\_\_\_

\$\_\_\_\_\_ TOTAL for BOTH Columns

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Name of Applicant Bernadette Peters

Signature 

Date 1/15/25

Town Official Approval \_\_\_\_\_ Date \_\_\_\_\_

Official Use Only

- Certificate of Liability Insurance Coverage
- Copy of NC License to Sell Alcohol

Resolution Approval Date: \_\_\_\_\_

Food Vendors - Limited to a Total of 6

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- Trucks/trailers: must be parked in the left paved lot as you face the stage, along Scott's Creek. A maximum of 6 can be staged there. *All tow vehicles must be disconnected and moved to a parking space.*
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Parking

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EVENT Date 5/23, 5/30, 6/6, 6/13, 6/20, 6/27, 7/4, 7/11, 7/18, 7/25, 8/1, 8/8, 8/15, 8/22, 8/29  
Today's Date 1/15/25

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Primary Organizer Contact:

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Address 83 Allen St. Sylva

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| <input checked="" type="checkbox"/> Concert | <input type="checkbox"/> Block Party         | <input type="checkbox"/> Performance  |
| <input type="checkbox"/> Educational        | <input type="checkbox"/> Filming/Photography | <input type="checkbox"/> Other: _____ |

Name of Event Concerts on the Creek

Mission/Purpose of Event Concerts Estimated # Attending 350 ea.  
(determines if police presence will be required at the applicant's expense)

Event Time(s) Opening 7 AM/PM - Closing 9 AM/PM

Set-up Date(s) \_\_\_\_\_ Set-up Time(s) \_\_\_\_\_ AM/PM -- \_\_\_\_\_ AM/PM

Primary On-Site Contact Bernadette Peters Mobile Phone# 828.400.8445

Describe Event Beer Garden

List quantity of structures & equipment on-site (Ex. Tents; Stakes; Generators; Inflatables, etc.)

2 Tents

- Will streets/sidewalks need to be closed? Yes \_\_\_ No
- Will any vehicles/trailers be located in non-parking areas? Yes \_\_\_ No
- Are sales by private vendors being planned? Yes  No \_\_\_ IF YES, how many? 2
- Will tents or canopies be used at the event? Yes  No \_\_\_
- Will banners or signs be used outside the event area? Yes \_\_\_ No
- Does your event require electricity? Yes \_\_\_ No
- Will sound amplification be used? Yes \_\_\_ No
- Will there be any cooking with grease? Yes \_\_\_ No
- Will private grills be in use for food preparation? Yes \_\_\_ No
- Will additional trash receptacles be used? Yes \_\_\_ No
- Will the event be publicized? Yes  No \_\_\_
- Do you want to request town approval to serve alcohol? Yes  No \_\_\_

What type of alcohol do you intend to serve? Malt Beverages By Whom? Innovation Brewing, Balsam Falls Brewing  
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\$\_\_\_\_\_ TOTAL for BOTH Columns

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Name of Applicant Bernadette Peters

Signature \_\_\_\_\_ Date \_\_\_\_\_

Town Official Approval \_\_\_\_\_ Date \_\_\_\_\_

Official Use Only

- Certificate of Liability Insurance Coverage
- Copy of NC License to Sell Alcohol

Resolution Approval Date: \_\_\_\_\_

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